



**JFHQ, HUMAN RESOURCE OFFICE  
MARYLAND NATIONAL GUARD  
FIFTH REGIMENT ARMORY  
BALTIMORE, MARYLAND 21201-2288**

SPC Sharon Ramsey, (410) 576-6052, (410) 576-6108

You may email application/resume to [HROJOB@mdbalt.ang.af.mil](mailto:HROJOB@mdbalt.ang.af.mil)



<b>VACANCY ANNOUNCEMENT NUMBER</b>	<b>#06-013</b>
<b>POSITION:</b>	<b>Supply Technician, GS-2005-05/06/07, PD#: 70144, Seq #: 308709</b> <b>SALARY: GS-05 - \$28,620 to \$37,211</b> <b>GS-06 - \$31,903 to \$41,474</b> <b>GS-07 - \$35,452 to \$46,088</b> (Steps 1-10) per annum and full range of benefits. Relocation expenses will not be paid.
<b>DUTY LOCATION:</b>	<b>JFHQ-DOL</b> <b>Fifth Regiment Armory</b> <b>29<sup>th</sup> Division Street</b> <b>Baltimore, Maryland 21201-2288</b>
<b>OPEN PERIOD:</b>	<b>OPENING DATE: 27 October 2005</b> <b>CLOSING DATE: 25 November 2005</b>  The resume or application must arrive at the Human Resource Office (address above) no later than 5:00 p.m. on the closing date indicated.
<b>WHO MAY APPLY:</b>	This is a Maryland Army National Guard Excepted Service (Dual-Status) Technician position open to current enlisted members of the Maryland Army National Guard and those eligible for enlistment.
<b>DUTIES:</b>	Manages non-expendable equipment assets within the command and ensures accurate accounting and reporting of assets. Reviews property book accountability records & supporting documents, investigates inaccuracies, time pertinent supply transactions and reports finding to management. Utilizes various standard automated information systems and monitors accounting and reporting of non-expendable property by units and activities within the command. Reviews equipment status reports, profile listings and unit status report work lists. Participates in studies on utilization of command/state equipment assets and makes recommendations for improvements of unit "equipment on hand" readiness. Participates in the CSDP, examining, reviewing and appraising the accuracy of property book accountability. Researches, reviews and reconstructs supply transactions to isolate errors and provide guidance to correct deficiencies. Monitors Modified Tables of Organization and Equipment (MTOE), Table of Distribution and Allowances (TDA) and Common Table of Allowance (CTA) applicable to Command units and activities. Maintains contact with USPFO, NGB, other states and units to resolve problems within responsible areas. Provides technical guidance to property book officers and unit supply personnel in property accountability. Assists with the loan of equipment within the Command. Coordinates with USPFO on loan requests to and from activities external to the Command. Validates and ensures Command requests are in accordance with regulatory guidance. Initiates loan agreements(s) as required. Performs other duties as assigned.
<b>QUALIFICATIONS REQUIRED:</b>	<b><u>General Experience (GS-05/06/07):</u></b> Experience in clerical or office work such as maintaining records; screening, reviewing, and verifying documents; searching for and compiling information and data; or work involved in the physical handling of supplies and equipment provided this gave the candidate some general knowledge of supply transactions and regulations, procedures, identification codes, etc.  <b><u>Specialized Experience (GS-05):</u></b> Must possess 6 months of the following type of experience: Experience in closely related activities which have provided the applicant with a knowledge of rules, regulations, procedures, and programs requirements of one or more areas of a supply system, and which has demonstrated the applicant's ability to perform at the level of the position to be filled.  <b><u>Specialized Experience (GS-06):</u></b> Must possess 9 months of the following type of experience: Experience in closely related activities which have provided the applicant with a knowledge of rules, regulations, procedures, and programs requirements of one or more areas of a supply system, and which has demonstrated the applicant's ability to perform at the level of the position to be filled.  <b><u>Specialized Experience (GS-07):</u></b> Must possess 12 months of the following type of experience: Experience in closely related activities which have provided the applicant with a knowledge of rules, regulations, procedures, and programs requirements of one or more areas of a supply system, and which has demonstrated the applicant's ability to perform at the level of the position to be filled.  <b><u>Physical Effort:</u></b> Work is primarily sedentary, however, there may be some walking, standing, bending, and carrying of light items and/or files. No special physical demands required.

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	<p><b><u>Military Compatibility:</u></b> Prior to appointment to this position the selectee must be qualified for, or assigned to a compatible military position in one of the following DMOS/DAFSC specialties: Enlisted: 92A, 92Y, 92Z.</p>
<b>BASIS FOR RATING:</b>	<p><b><u>Substitution Of Education for Specialized Experience (GS-05):</u></b> Completion of 2 academic years of full-time business school or 2 academic years of education above the high-school level will satisfy the requirements for the GS-05 position.</p> <p><b><u>Substitution Of Education for Specialized Experience (GS-06):</u></b> Completion of 4 academic years of education in business or administration in an accredited college or university will satisfy the requirements for the GS-06 positions.</p> <p><b><u>Substitution Of Education for Specialized Experience (GS-05/06/07):</u></b> Appropriate military training courses will be credited on a month for month basis.</p>
<b>KSA's (Knowledge, Skill, &amp; Ability)</b>	<p>Applicants meeting the basic qualifications may be further rated and ranked on their experience related to the knowledge, skills and abilities (KSA's) stated below. These KSA's are essential for successful performance in the position. Each applicant should fully explain on their resume or application or on a separate attachment how they meet each KSA listed below: Address the following factors in detail; giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating of applicants and not used for qualifying applicants. Resume must reflect applicable experience.</p> <p><b><u>Knowledge, Skills, And Abilities (KSA's) (WG-05/06/07)</u></b></p> <ul style="list-style-type: none"> <li>(a) Knowledge of standard methods of receipt or material order documentation control and material processing;</li> <li>(b) Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts, and storage technique;</li> <li>(c) Ability to establish and maintain effective work relationships;</li> <li>(d) Knowledge of regulations and mechanized/statistical techniques in the computation and forecasting of quantitative requirements;</li> <li>(e) Knowledge of regulatory requirements governing the accounting for government property;</li> <li>(f) Ability to research information; and</li> <li>(g) Knowledge of how to fill out, post, file, control, or code supply documents or transactions.</li> </ul>
<b>HOW TO APPLY:</b>	<p>Persons meeting the requirements or qualifications for this position must submit a complete application to the address listed in the header section of this announcement.</p> <p><b>Complete, assemble, sign and send the following:</b></p> <ul style="list-style-type: none"> <li>(1) An OF 612, SF 171 or a Resume with the information requested on (HRO RESUME GUIDANCE for applying for Federal positions). MDNG HRO Pamphlet 1-335 (<i>Applying for Maryland National Guard Technician Employment</i>) and OF-510 (<i>Applying for Federal Employment</i>) can be reviewed for further reference.</li> <li>(2) Applicable Documentation requested in the Announcement.</li> <li>(3) A separate resume or application is required for each vacancy announcement. Resumes or applications, which do not provide all the information requested in the vacancy announcement or attachment may cause loss of consideration for this position. If necessary attach additional pages, include your Name, Social Security Number, Rank, MOS/ AFSC and the Vacancy Announcement Number on each page. Resumes or applications will not be returned. Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words.) Experience will be evaluated based upon relevance to the position for which the application is made. Description of experience should include job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her.</li> <li>(4) Federal Technicians (current and prior) need to supply highest previous grade and step.</li> <li>(5) <b>You are allowed</b> to email applications or resumes.</li> <li>(6) <u>Fax resumes and applications will not be accepted.</u></li> <li>(7) APPLICATIONS/ RESUMES THAT HAVE BEEN MAILED IN A U.S. GOVERNMENT ENVELOPE WILL NOT BE ACCEPTED.</li> </ul> <p>In addition, applicants are requested to submit "Background Survey Questionnaire." The Background Survey Questionnaire will not be used in the selection process. The information will be used for statistical purposes only, and disclosure by the applicant is discretionary.</p> <p><b><u>CONDITION OF EMPLOYMENT:</u></b></p> <p>As a condition of employment, all National Guard Military Technicians are appointed in the excepted service under the authority of 32 U.S.C. 709, and are required to serve a one-year trial period. This trial</p>

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	<p>period is used to monitor the employee's job performance, personal conduct, and determine if they possess the qualities necessary for continued government service.</p> <p><b><u>WAGE GRADE Employees:</u></b> Selectee(s) will be required to satisfactorily complete a Physical Examination prior to being assigned to this position. Upon notification of Selection, Selection package will be forwarded. Point of Contacts to schedule a Physical Examination for: <b>ARMY</b> is 1LT Sahid-Hicks (410) 436-6279; <b>AIR</b> MSgt Bloodworth (410) 918-6289.</p>
<b>INFORMATION FOR CURRENT OR FORMER MILITARY PERSONNEL:</b>	<p><b><u>MILITARY SERVICE (IF APPLICABLE):</u></b> Resumes or applications must include: (a) Branch (including National Guard); (b) Inclusive dates of military service (c) MOS/AFSC's or SSI's held or previously held; (d) Title and dates of military schools; (e) Military grades held, description of military duties performed and (f) current unit of assignment.</p> <p><b><u>CREDITING EXPERIENCE:</u></b> National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements for a technician position. The applicant is credited with actual number of months the member has been in the National Guard provided such service is related to the position to be filled.</p>
<p><b>The Maryland National Guard is an Equal Opportunity employer.</b> Qualified applicants receive consideration without regard to age, race, color, religion, sex, national origin, lawful political or other affiliations, marital status, membership or non-membership in an employee organization, or any handicap which does not interfere with accomplishment of position requirements.</p> <p><b>Provisions of Tech Pers Reg 335-2 (Merit Placement Plan) dated 1 Dec 96 apply.</b></p>	